



**UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA**  
**Office of the Clerk of Court**

**Career Opportunity #: 06/54**

**Date: September 8, 2006**

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<b>POSITION:</b>	<b>Quality Assurance/Case Processing Specialist</b>
<b>POSITION TYPE:</b>	<b>Full-time Regular</b>
<b>SALARY RANGE:</b>	<b>\$34,340 - \$55,876 (CL 25/1 - 61)</b>
<b>CLOSING DATE:</b>	<b>September 29, 2006</b>
<b>LOCATION:</b>	<b>Tucson, Arizona</b>

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***Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative. A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, life insurance, long-term care insurance, and flexible spending accounts.***

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**OCCUPATIONAL INFORMATION**

This position performs electronic filing of imaged documents within established quality standards, including the daily quality control of attorney filings and the e-filing of other quality assurance/case processing specialists. This includes review of civil and criminal case openings, pro se/prisoner documents, magistrate case openings, orders, minutes, and judgments. Other assigned duties may include processing appeals, grand jury returns, 25% magistrate assignments or sealed case filings, and judgments.

Job requirements include providing assistance to end users as a member of the CM/ECF Advanced Help Desk. The quality assurance/case processing specialist will electronically file sealed documents, pro se/prisoner documents, and various orders. Quality assurance/case processing specialists have frequent contacts with judicial staff, other federal agencies, attorneys and the public and provide information related to court procedures or the status of court proceedings and documents.

**MINIMUM QUALIFICATIONS**

The successful applicant must be a high school graduate or equivalent and have 2 years of specialized experience, including at least one year equivalent to work at the CL 24 level. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**PREFERRED QUALIFICATIONS**

Preference will be given to applicants who have:

- experience in a court or law firm
- an associate or bachelor degree
- experience using an automated case management system
- customer service experience

- experience in keyboarding, word processing, and electronic mail systems
- experience in navigating the Internet.

## **SELECTION PROCESS**

Applicants will be screened for these qualifications and the best qualified applicants will be tested for basic clerical skills. Applicants who successfully perform these skills may be invited for a personal interview.

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

## **ADDITIONAL INFORMATION**

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

## **HOW TO APPLY**

Submit a District of Arizona application form\*, cover letter, resume, and a copy of your most recent performance evaluation to:

United States District Court  
Attn: Human Resources Division  
Evo A. DeConcini U.S. Courthouse, Suite 1509  
405 West Congress St.  
Tucson, AZ 85701-5010  
(520) 205-4215 Fax (520) 205-4239

\* You can obtain our application form on our web page at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under "Employment/Employment Applications"

Applications received after the closing date may not be considered.